



TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MA 01519

RECEIVED TOWN CLERK
GRAFTON, MA

2022 JAN -4 AM 9:02

Library Planning and Building Committee MINUTES

In person and zoom - Monday, December 6, 2021 6:15p.m.

In attendance: Lisa Rice, member at large; Beth Gallaway, Library Director; Mary Fritz, Chair; Julie Grace, Co-chair; John Stephens, Historic District Commission representative; Andy Jefferson, Finance Committee liaison; and Doreen DeFazio, Selectboard representative.

Absent: Doug Bowman, Board of Library Trustees and Prabhu Venkataraman, Planning Board liaison

Guests: Andy Deschenes; Mark Sullivan, OPM; and Ron Paolillo, DRA

Call to Order : Mary Fritz called the meeting to order at 6:41 p.m. Roll call was taken.

The majority of people were in person in the Library. A Zoom meeting was an option and the Zoom meeting link had been provided to the public.

I. Review and approve minutes

A. Julie Grace made a motion to approve the November 1, 2021 minutes, seconded by Beth Gallaway. Motion passed.

II. Review and approve bills

A. AWE (Early reader hardware/software): \$9,103.00. Lisa Rice made a motion and Julie Grace seconded. Motion passed. There is a donor that will cover \$1,250.00 for this product in memory of Peter J. Cornetta.

B. Bibliotheca (RFID gates): \$21,582.25. Lisa Rice made a motion and Julie Grace seconded. Motion passed.

C. Bibliotheca (Self-Check Stations): \$20,853.70. Lisa Rice made a motion and Julie Grace seconded. Motion passed.

D. DA Sullivan June 2021 bill: \$2,700.00. Lisa Rice made a motion and Julie Grace seconded. Motion passed.

E. Tucker Library Interiors: \$11,386.25 (final furniture has been delivered, but still waiting for shelving). Lisa Rice made a motion and Julie Grace seconded. Motion passed.

F. Weston & Sampson: \$13,158.29 Andy confirmed total \$\$ with W&S's accountant. This was \$8 less than expected. Lisa Rice made a motion and Julie Grace seconded. Motion passed.

G. DRA: \$1,348.00. The proposal was \$1,085,000.00 and the invoice at 100% total was \$1,0271,22.00 and Andy is checking with this. Lisa Rice made a motion and Julie Grace seconded. Motion passed.

H. CTA's requisition #24: \$173,080.62 (retainage reduction). Lisa Rice made a motion and Julie Grace seconded. Motion passed.

III. OPM Update - Andy and Mark

- A. \$45,290.00 in the black right now. Mark has an item he would like to discuss. Andy will be checking with accounting to make sure there are no outstanding bills that we are unaware of.
- B. Outstanding proposals that the committee needs to act on.
 - \$19,846.90 to relocate the humidifier unit for the archive room and the meeting room. The group discussed the potential of residential options or a right size professional unit and asked for additional options.
 - \$10,774.01 the gate right out by the stairs PCO #115. We already own something, but what we own is too heavy and could potentially mark the floor.
 - \$10,718.54 entry vestibule of the existing library to replace the former heaters. This will be a heater as people walk in the front doors. We could cut the bottom of the doors to get some heat into the vestibule.
 - \$1,855.66 PCO #120 ADA exit signs.
 - About \$6,000 ADA requirement vestibule handicap button. Vote to not exceed in order to get the work done when they come out to do the ADA exit signs in order to save money on the labor.

A motion was made by Lisa Rice and seconded by Julie Grace to complete the ADA exit sign and the vestibule handicap button to not exceed \$8,000 in order to get the work done when they come out to do the ADA exit signs in order to save money on the labor. Motion passed.

- C. Punch list update - down to 12 - 14 items. Most are aesthetic finishes related with the exception of the programming of controls for the HVAC. It is back with the engineer to review regarding pricing.

IV. Architect Update

- A. Countertops are being resolved. The countertops have not been moved yet. Ron wants to walk through with the millworking company. He has some questions.
- B. Ron has the punch list and is working through it with Ken. A walk through will be scheduled. Working on getting the punch list resolved as quickly as possible.
- C. Still waiting for the final certificate of occupancy from The Town. Three items include: handicap accessible exit signs, heights of the counters and sinks, and the button in the vestibule for the automatic door opening. The staff shower has been completed.

V. Historic District Commission - Roofing update

- A. This was discussed at the Subcommittee meeting earlier today. The screening has been put on hold due to price. The cost was between \$50,000 - \$54,000. John Stephens will bring that back to the committee. There may be additional money from the LEED grant that could be used for this item.

VI. Grand Reopening Planning Committee- Update

- A. Friday Dec 17th at 11am to have a ceremonial ribbon cutting.
- B. There will be bigger and in person events in 2022.

VII. Public Input

- A. None

X. Next meetings:

- A. January 3, 2022 6:00pm - in person at the new library and zoom
- B. February 7, 2022 6:00pm - in person at the new library and zoom

XI. Adjournment

Lisa Rice made a motion to adjourn at 7:53 pm. Julie Grace seconded. Motion passed.